
SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Staffing Requirements

ITEM: Staff Training

Policy

The local agency (LA) shall develop and implement a Staff Training Plan at least once every twelve months. The LA shall provide program operations training for project directors, coordinators, Registered Dietitians (RD), other professional, paraprofessional, and office support staff.

Costs associated with staff training are allowable in accordance with Chapter 4 of the WIC Program Contract Management Binder (CMB).

Authority

7 CFR 246.3 (f), 7 CFR 246.6

Required Procedures

I. The LA Staff Training Plan shall:

A. Include a proposed training schedule, method, and trainer. The training plan shall describe how make-up training will take place for staff that miss scheduled Civil Rights and Drug and Alcohol trainings.

B. Be based on a needs assessment to ensure that all staff involved in program operations have the abilities and skills required to competently perform their assigned duties.

C. Consider the following factors:

1. staff turnover/increases;
2. current level of staff skills/experience;
3. matching current staff responsibilities with general WIC Program goals and services, local agency nutrition education goals, and participant needs;
4. evaluating the extent of the need for general versus specialized training based upon current staff make-up;

5. changes in population served;
6. targeting areas of training needs identified from site reviews or technical assistance;
7. sponsorship of the training (e.g., WIC approved conference, training by established professional organization, etc.); and
8. reasonableness of training cost in comparison to local agency's overall budget.

II. The following trainings shall be attended by the staff indicated:

- A. The LA director or designee(s) shall attend the statewide WIC conference.
- B. At least one local agency RD shall attend a nutrition training event during each fiscal year, other than the statewide WIC conference. A State Agency (SA) sponsored nutrition training will satisfy the nutrition training requirement for local agency RD's.

III. The LA shall assure that all staff receives the following mandatory trainings at least once every twelve months:

- A. Screening participants for alcohol and drug abuse (see WPM Section 190-10) and,
- B. Civil Rights (see WPM Section 190-20).

Guidelines

- I. The SA may require LA representation at other meetings, seminars, conferences, or training activities. Information regarding other required training will be provided to the LA as the activities are scheduled.
- II. The LA may send staff to training events that are not sponsored by the SA.
- III. The LA shall maintain a log of all training activities attended by LA staff. This log shall be kept up-to-date on file and include, at a minimum, the following information:
 - A. date(s) of training;
 - B. location;
 - C. subject matter; and
 - D. the printed names and signatures of staff attending the training.
- IV. Please see Chapter 8, of the Contracts Management Binder, Section IV, Travel and Training for information pertaining to training events that do not require SA approval. For your convenience, the link is below:

<http://www.cdph.ca.gov/programs/wicworks/Documents/CMB/WIC-CMB-Chapter08.pdf>